



LMS ENROLLMENT GUIDE

STEP 1: Activate Your Account

You will receive an email from noreply@ihep.kdp.io prompting you to activate your user account.

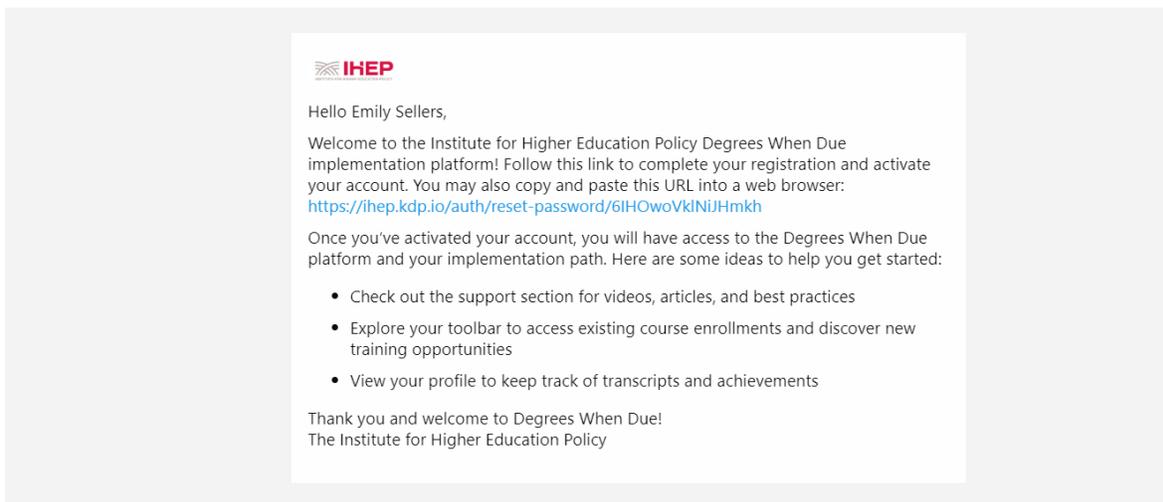
Tip: Be sure to check your SPAM and Junk Mail folders!

Activate User Account ▷ Inbox x

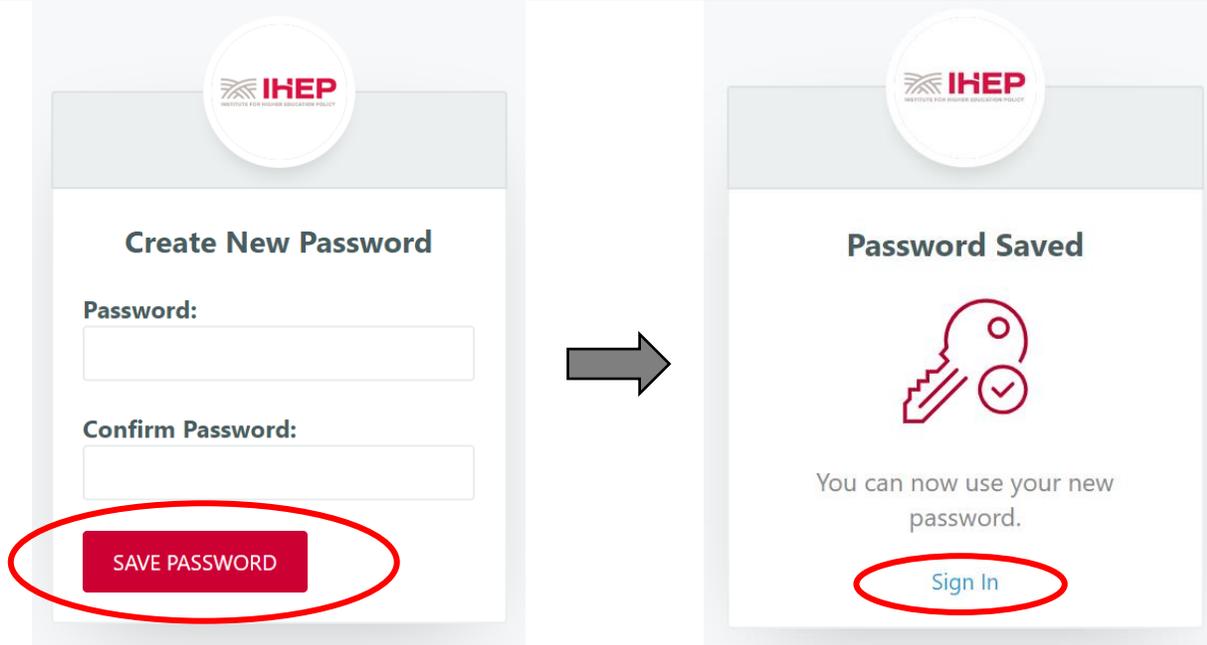
noreply@ihep.kdp.io

to me ▾

3:12 PM (0 minutes ago) ☆



STEP 2: Create and Save Your Password



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STEP 3: Sign In

The screenshot shows the IHEP Sign In page. At the top is the IHEP logo. Below it are two tabs: 'Sign In' (underlined) and 'Register'. There are two input fields: 'Email Address' containing 'sellersea@gmail.com' and 'Password' with masked characters. A red circle highlights the 'SIGN IN' button. Below the button is a link for 'Forgot Password?'.

Step 4: Get Started in the LMS and Select Your Enrollment

Once you log into your account, you can see your enrollments and discussion boards.

Tip: Checkout the Support section for resources, tools, and past webinars!

The screenshot shows the IHEP LMS Dashboard. On the left is a navigation menu with icons for Dashboard, Enrollments, Discussions, Support (marked with a red star), and Admin. The main content area has a 'Dashboard' header with a search bar. Below the header is a 'Your Enrollments' section, which is circled in red. It contains a grid of enrollment cards: 'Degrees When Due Team Discussion Board', 'Degrees When Due - Cohort 2 (2 Year)' (marked with a red star), 'Degrees When Due - Cohort 2 (4 Year)', and 'Degrees 1 - Adu'.

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Step 5: View Your Enrollments and Select the Initiation Block

Once you select your enrollment, you can get started by selecting the Initiation Block.

The screenshot shows the LMS interface for 'Degrees When Due - Cohort 2 (2 Year)'. On the left is a navigation sidebar with icons for Dashboard, Enrollments, Discussions, Support, and Admin. The main content area has a header with the course title and a 'NOT STARTED' button. Below the header, it shows '0 out of 6 Courses Completed'. A 'Completion Requirements' section lists: 'Must complete all courses in **Initiation**' and 'Must complete at least **3** courses in **Content**'. The 'Courses on Your Learning Path' section is divided into 'Initiation' and 'Content'. The 'Initiation' section contains one course, 'Initiation', which is marked with a red star. The 'Content' section is locked and contains three courses: 'Identifying Award-Eligible Students (Reverse Transfer)', 'Identifying Award-Eligible Students (Adult Reengagement)', and 'Engaging Students (Reverse Transfer)', all marked as 'Locked'.

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Search 183

Degrees When Due - Cohort 2 (2 Year)

0 out of 6 Courses Completed **NOT STARTED**

Completion Requirements

- Must complete all courses in **Initiation**
- Must complete at least **3** courses in **Content**

Courses on Your Learning Path

Initiation

All of the following courses are required for completion

- Initiation**

Content *Must complete Initiation to unlock*

	Identifying Award-Eligible Students (Reverse Transfer)	Locked
	Identifying Award-Eligible Students (Adult Reengagement)	Locked
	Engaging Students (Reverse Transfer)	Locked

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Step 6: Initiation Block - Intellectual Property and Pre-Survey

Once you get started in the Initiation Block, you will be prompted to agree to an intellectual property statement and complete a brief pre-survey before moving forward. You will be required to select the checkboxes in order to advance in the online platform.

Note: If you are a liaison with a state system, you do not need to complete the survey. Please proceed by selecting the completion checkbox below.

The screenshot shows the LMS enrollment guide interface. At the top, there are navigation links for Home, Menu, Notes, and Resource. The IHEP logo is centered. The left sidebar is titled 'GETTING STARTED' and 'CONTENT'. Under 'GETTING STARTED', there is a 'Getting Started' section with 'Required Tasks' including 'Intellectual Property' (checked) and 'Survey'. Under 'CONTENT', there are sections for 'Initiation', 'Degrees When Due Glossary', and 'Equity Toolkit'. The main content area is titled 'COMPLETE SURVEY' and contains the following text: 'Please complete this short survey. The survey should only take 8-10 minutes.' followed by a note: 'Note: Only campus or institution-based representatives need to complete this survey. If you are a liaison with a state system, you do not need to complete the survey. Please proceed by selecting the completion checkbox below.' Below this is a link to 'COMPLETE SURVEY' and a paragraph: 'Next, verify you have completed the survey by selecting the box below. This will allow you to gain access to Degrees When Due online resources.' The checkbox 'I have completed the required Degrees When Due Pre-Survey (required)' is circled in red. The progress indicator at the bottom right shows 'Progress: 2/2'.

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